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JOINT OSO/OPC TRAINING COMMITTEE
MINUTES

13 April 1949

25X1A9a

Present:

Recording Secretary

1. The minutes of the meeting of 6 April were read and approved. Although paragraph 4 of those minutes states that six OPC students were to be enrolled in BITC XVIII, one of these students, Mr. [REDACTED] was 25X1A9a withdrawn.

2. Outline of Duties and Responsibilities. The Outline has now been signed by ADPC and has been forwarded to ADSO for signature.

3. Recommendations. The recommendation concerning student exchange procedures has been prepared for the attention of Chief TRS/OSO and CTO/OPC, but the three recommendations on training OPC instructors by OSO/TRS, the relationship of OPC training with Commo, CDD, etc., and liaison with other agencies on training matters have been prepared finally for the attention of the Assistant Directors.

4. Statements about OPC in OSO courses. 25X1A9a [REDACTED] asked that for the present in OSO courses OPC be referred to only as the Office of Policy Coordination of CIA, adding perhaps that if more information is needed about OPC it will be supplied later.

25X1A9a 5. OPC Indoctrination Courses. Messrs. 25X1A9a [REDACTED] of TRS/OSO were invited by [REDACTED] to attend one of the weekly six-hour OPC indoctrination courses for their information.

25X1A9a 6. Clerk-Stenographer Training Program. Inasmuch as approximately 118 clerk-stenographers are anticipated to enter on duty, fully-cleared, in June for OPC and approximately fifty for OSO, it is urgently required that a course be established for training these young women for HQ and overseas assignments. It was recommended that a joint course of from one to three weeks be set up, including the organization and functions of CIA, field and headquarters administration, complete security indoctrination, correspondence, basic principles of intelligence operations, with appropriate tests and problems, and one day devoted to preliminary testing. [REDACTED] were asked to set up a schedule for such a course, the length to be determined by the quantity of information they should be given.

7. Training Space. The expected arrival of the clerk-stenographers mentioned above makes the training space problem acute. [REDACTED] was 25X1A9a asked to obtain complete figures on the anticipated student load and then to see the appropriate officers of CIA in the name of the Committee and present the space problem to them for solution.

25X1A9a 8. Advanced Intelligence Course Schedule. [REDACTED] asked that the schedule for the next AIC be sent to him as far in advance as possible so that he may draw up the OPC pattern for OPC distribution.

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